



## Houston Forensic Science Center, Inc.

### FIREARMS EXAMINER – Entry Level

Houston Forensic Science Center, Inc. (HFSC), is an independent organization created by Houston Mayor Annise Parker and the Houston City Council to provide forensic science services formerly delivered by the Houston Police Department. HFSC has been officially registered as a Texas Local Government Corporation\* since June 26, 2012.

**Houston Forensic Science Center are seeking full-time entry level Firearms Examiners.**

#### **POSITION SUMMARY**

The primary job duties of the Firearms Examiner are to examine and interpret firearms evidence associated with alleged criminal acts. Specific duties of the Firearms Examiner may include, but not be limited to performing the following duties with little or no direct supervision:

- Examination and test firing of firearms.
- Comparisons of fired bullets and cartridge cases. *HFSC is currently in the process of validating the use of 3D technology/VCM for use in casework.*
- Acting as a second/verifying examiner on cases completed by other examiners.
- Conducting administrative and technical reviews of case records.
- Testifying in courts of law regarding analyses performed.
- Entering specimens into NIBIN and reviewing correlations.
- Note: HFSC conducts limited serial number restoration cases. HFSC does not do distance determination or toolmark testing.

#### **MINIMUM EDUCATIONAL REQUIREMENTS**

- The position requires a baccalaureate or advanced degree in a physical science (Biology or Chemistry) or Forensic science from an accredited university (transcripts required). College coursework must include completion of a 3-hour college-level statistics course. Alternatively, the applicant may complete an approved statistics course within 12 months of hire.
- The successful candidate must be able to gain Forensic Analyst licensure from TFSC within the first 12 months of employment. Provisional licensure is an option while completing the statistics requirement.

#### **MINIMUM EXPERIENCE REQUIREMENTS**

- Experience in a Forensic Lab environment is strongly preferred but not required. Direct working experience in an accredited forensic lab in the firearms discipline (as a NIBIN technician, etc.) may be considered in lieu of the education requirement.

#### **KNOWLEDGE AND SKILL REQUIREMENTS**

Successful candidates will be able to demonstrate:

- Basic knowledge of ISO-17020 or ISO-17025 accreditation standards.
- Well-developed oral and written communication skills.
- Ability to maintain strong professional relationships with customers and internal team members.
- Intermediate computer literacy and familiarity with common software applications.
- Strong analytical, critical thinking, and decision-making skills with attention to detail.
- Effective time and task management with adaptability to fluctuating priorities.

**To be considered, please attach all of the following as your application online or via our website, [hfsc.texas.gov](http://hfsc.texas.gov):**

- Resume or CV
- A copy of your undergraduate and/or graduate level transcripts (an unofficial copy may be submitted)
- A cover letter of at least 500 words indicating your motivation in becoming a Firearms Examiner

#### **Houston Forensic Science Center, Inc. is an Equal Employment Opportunity Employer**

\*A "local government corporation" is created to aid and act on behalf of one or more local governments to accomplish any governmental purpose of those governments.